

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 71-11

Subject:

DATE: 03/06/91

Sunset Review:

BUILDING/ AREA SECURITY AND ACCESS

1. PURPOSE. This directive promulgates the policy, procedures and responsibilities for ensuring effective and continual physical security measures, access control, and emergency access for all buildings and areas at the Federal Law Enforcement Training Center (FLETC).
2. SCOPE. The provisions of this directive apply to all buildings, office space, and secured areas at the FLETC, Glyncro, Georgia; Artesia, New Mexico; and Marana, Arizona facilities, excluding areas designated for the storage of classified national security information. Operating procedures at the Artesia and Marana facilities are contained in the Standard Operating Procedures (SOP) for the Office of Artesia and Marana Operations.
3. CANCELLATION. FLETC Directive No. 71-11, Physical Security Policy and Procedures, dated November 22, 1988.
4. REFERENCE.
 - a. FLETC Directive No. 70-07.A, Space Assignment and Utilization.
 - b. FLETC Directive No. 70-05.B, Control and Safeguarding of National Security Information.
5. POLICY. It is the policy of the Federal Law Enforcement Training Center to provide security for all Center property and to ensure control over all lock and key assignments, security alarm systems, lock and associated hardware replacement, and combinations of locks and safes of non-classified material. Keys issued to designated officials of Center offices, divisions, branches, participating organizations, or contractors shall be controlled so as to avoid unauthorized access to assigned buildings/areas. Requests by participating organization officials for specialized security services which exceed those normally provided shall be considered on a reimbursable basis.

6. RESPONSIBILITIES.

a. Security and Safety Division. The Security and Safety Division (SEC) is responsible for maintaining: the duplicate keys and/or master key to ALL buildings and areas; controlling access to the master key storage locker; maintaining a record of keys issued; and, upon request, arranging for the change and repair of all locks and associated hardware, the repairing of non-classified safes/security containers; changing safe combinations where appropriate; management of the security alarm system; training for new contract security police, coordinating repairs and services of the security alarm system; and updating of the Security SOP.

b. Designated Officials. To ensure controlled access to assigned buildings and areas, designated officials (Division Chiefs or their selectees) shall maintain close control over the keys assigned to them by SEC and shall direct all requests for additional keys and/or security services to SEC. To ensure emergency access, designated officials shall furnish SEC with duplicate keys to locks changed prior to this instruction. Compartments containing classified national security information or narcotics used for training will be under the strict control of the responsible Division Chief who will designate personnel to respond for emergency access assistance to SEC.

c. Contractor Representative. The security of the dormitories, Student Center, dining facilities, and other contractor areas is a joint responsibility of the appropriate contractor with SEC during hours of operation and the area(s) shall be properly secured upon closing.

d. Contract Security Personnel. The Center's Contract Security personnel shall be responsible for:

(1) locking and unlocking the doors to buildings according to building numbers and time schedules specified in the Security SOP;

(2) providing after hours assistance to the designated officials in all matters pertaining to after hours lock/key security, alarm system, physical security check(s), and emergency access; and

(3) monitoring the security alarm system on a 24-hour basis, responding to alarm signals, and advising SEC personnel of unauthorized intrusions and system malfunctions, as set forth in the Security SOP. Training of new security police officers in alarm systems will be coordinated with SEC.

e. Facilities Management Division. The Facilities Management Division is responsible for the maintenance and repair of the security alarm system and the design/installation of additional equipment for expansion of the alarm system.

7. PROCEDURES.

a. Locks and Keys - The assignment of buildings and areas is managed by the Facilities Management Division and assignments are reflected in the Attachment to FLETC Directive No. 70-07.A, Space Assignment and Utilization. Locks and key services for assigned areas, to include key replacement, additional keys, lock repair, and new locks shall be obtained from SEC by submitting form FTC-SEC-10, Security/Safety Service Request Form. (Attachment 1)

b. Safes/Security Containers - The combination to safes/security containers shall be set and/or reset under the control of SEC. Requests for service shall be submitted on form FTC-SEC-10, Security/Safety Service Request Form. Once assigned by the installing technician, the combination (1) must be protected by the official given the combination; and (2) must be recorded with the Director, Office of Administration, by placing the written combination in a sealed envelope, sealing that envelope inside another envelope on which is written the property number and location of the safe/container, and hand delivering the envelope to Building 94, Room D-2. (Note: Participating Organizations and contractors not desiring to release combinations to the Director, Office of Administration, shall pay all costs for opening/resetting of combinations for safes/ security containers.) The combination to safes/security containers in which FLETC Offices/Divisions store national security information shall be hand-carried to the Deputy Director and maintained in accordance with the instructions in FD 70-05.B, Control and Safeguarding of National Security Information.

c. Emergency Service - Emergency service may be obtained by calling SEC, Ext. 2560, and requesting the required service. After normal working hours, emergency requests must be directed to the Contract Security personnel on duty, Ext. 2461. They will contact a member of the SEC staff concerning the emergency.

8. SUPPLY OF FORMS. Copies of FTC-SEC-10 may be obtained from the Security/Safety Office, Ext. 2560.

FD 71-11
03/06/91

4

9. OFFICE OF PRIMARY INTEREST. Security and Safety Division, Office of Administration.

Charles F. Rinkevich
Director

Attachment

Note: Attachment available from Security and Safety Division